

**PRESBYTERY OF GENESEE VALLEY
COMMITTEE ON MINISTRY**

Covenant Agreement for Commissioned Ruling Elder

The following agreement between the Session of the _____ (name of church) and elder _____, Commissioned Ruling Elder, is for the purpose of providing lay pastoral leadership.

I. ESTABLISHMENT OF THE COMMISSIONED RULING ELDER CONTRACT

- A. Upon the approval of the Presbytery of Genesee Valley through the recommendation of the Committee on Ministry:
1. Elder _____ will be designated as Commissioned Ruling Elder for the congregation of _____ (name of church).
 2. Moderator
 - A. The Rev. _____ will serve as moderator of Session and the congregation and serve as mentor for the CRE; or
 - B. In some cases, the COM and Presbytery may approve the CRE to serve as Moderator of Session. In those cases this sentence shall read:
“The CRE _____ will serve as moderator of the Session and Congregation. The Rev. _____ will serve as mentor for the Commissioned Ruling Elder.”
 3. The basic duties of the CRE, as listed below, may be modified in consultation with Session and COM.

II. PRIORITIES FOR THE MINISTRY OF THE COMMISSIONED RULING ELDER

Priorities should be clearly designated by customizing the following sample prioritized description. Other duties, if negotiated, should be added. Time expectations for each segment may be included.

A. Provide Sunday worship leadership according to the following schedule:

- _____ If COM and the Presbytery approve, permission to officiate at communion is desired
_____ If COM and the Presbytery approve, permission to officiate at baptisms is desired
_____ If COM and the Presbytery approve, permission to officiate at weddings is desired

B. Provide special services worship leadership for the following services, i.e., Christmas Eve, Maundy Thursday: _____

C. Pastoral care and visitation indicate priorities in the underlined space

- _____ Hospital visitation, including surgery and emergency visits.
_____ Homebound visitation (including communion _____ times each year.)
_____ Outreach visitation:
 ____ Follow-up visits with potential members, new worshippers
 ____ Join with the Session in care of lesser participating active members

D. Officiate at funerals upon request. _____ Yes _____ No

E. Attend the following committee meetings: _____ regularly on this schedule: _____ or _____ as requested by the Committee chairpersons.

Session meeting attendance

Expected Encourage Optional Not Required Not part of contract

Presbytery meeting attendance

If COM and the Presbytery approve, grant voice and vote in Presbytery.

Community responsibilities

Expected to attend the following ecumenical or area clergy ministry gatherings: _____
_____, which meet _____
and will be compensated for attendance.

Other activities or meetings: _____

Administrative responsibilities

Will keep the following number of office hours: _____

On these days and times (except in case of pastoral emergency): _____

At own discretion as time permits

Expected to write article for newsletter

Specify other administrative duties: _____

III. TERMS OF EMPLOYMENT

- A. The Commissioned Ruling Elder relationship shall begin on _____ and shall terminate on _____ at which point it shall be reviewed by the COM mentor pastor, Session and the CRE for revision and possible renewal. Contract terms are initially twelve months. The contract may be terminated upon 30 days written notification, with COM concurrence, by either the CRE or the Session. A contract review will be held after the initial six months.
- B. The CRE _____ will work, on the average _____ hours per week.

IV. COMPENSATION

- A. Compensation will be at the Presbytery approved rate for CREs: _____. Compensated time includes travel time from the place of employment to hospitals and meetings, including any Session and ministerial meetings the Session desires the CRE to attend. A one-hour meeting with the mentor each month is mandatory.
- B. Reimbursable Expenses (vouchered)
 - 1. Travel: reimbursed at the maximum IRS approved mileage rate: _____
 - 2. Telephone calls on behalf of the church that must be made from the CRE's home.
- C. There will be _____ days/weeks of paid vacation per year including _____ Sundays, prorated for the hours worked and the remainder of the calendar year. Vacation days may be taken at the end of each quarter served.
- D. There will be _____ days/weeks of study leave and _____ study leave expenses.
- E. Additional Reimbursable Vouchered Professional Expense: (designate any other expenses the Session is providing and for what purpose such as internet service expenses, etc.)

V. ACCOUNTABILITY AND EVALUATION

- A. When the Session is interested in contracting with the Commissioned Ruling Elder, and when the COM has granted permission to pursue the contract, the COM liaison will meet with the Session to

establish the contract and assist the Session in devising a plan to interpret the work of the CRE to the congregation. The CRE may only begin service after COM has voted to approve the contract and after the Presbytery, at a stated meeting, has approved the appointment and commissioned the CRE for service. (The Presbytery may designate that the COM approve the contract at the Presbytery's behalf and may begin service, but the commissioning shall be done at a Stated Presbytery Meeting.)

- B. The CRE is accountable to the Presbytery, through the Committee on Ministry
- C. The CRE, mentor, Session representative or validated ministry liaison shall meet with the COM liaison after three months to prepare a brief report on the status of the CRE work. A similar report shall be prepared and submitted to the COM near the close of each subsequent six-month CRE contract term (or annually in the case of longer terms). At the end of the work of the CRE, the mentor and Session will provide an evaluation of the work of the CRE, with copies supplied to the COM and CRE. The COM will conduct an exit interview with the CRE.

REQUIRED SIGNATURES TO FINALIZE CONTRACT

Pastor or Head of Validated Ministry _____
Moderator of Session _____
CRE _____
COM _____
Presbytery Stated Clerk _____